

	<b>Raigmore Community Centre</b>
---	--

Application for Let of: Raigmore Community Centre, 125 Ashton Road, Inverness, IV2 3UY	
Contact Name:	
Organisation Name:	
Contact Address:	
Post Code:	Contact Number:
Contact Email Address:	
Registered Charity Number (if applicable):	

Rooms Requested (if known):			
Ashton Room <input type="checkbox"/>	King Duncan Room <input type="checkbox"/>	MacKintosh Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>

Required Room Set Up: Expected Numbers :-			
Theatre <input type="checkbox"/>	Classroom <input type="checkbox"/>	Board Room <input type="checkbox"/>	
Other <input type="checkbox"/>	Please specify:		

Block Booking <input type="checkbox"/>			Single Day Let <input type="checkbox"/>			
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Start Date:			End Date:			
Frequency:	Single Day Let <input type="checkbox"/>		Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>	
Start Time:			End Time:			

Exclusion Dates - Are there any dates that you will not be attending?

Refreshments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Numbers:	
Items Requested:				
Time Delivered:				

Expected Numbers Attending Your Event:	
Overall Numbers:-	
Adults:-	
Vulnerable Adults:-	
Under 16s:-	
A copy of your organisation's child protection/vulnerable adults policy must be attached	

### Details of Let

Description of Event:	Meeting <input type="checkbox"/>	Conference <input type="checkbox"/>	Event <input type="checkbox"/>	Class <input type="checkbox"/>
Other <input type="checkbox"/>	Please Specify:-			
Will Individuals be charged to attend your let:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Lead person required to hold a qualification?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does this person have an up to date PVG record?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently hold appropriate liability Insurance?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Evidence of the above will be required before the let can be agreed. Please discuss with Centre Staff.				

### Payment of Let

Start of each session <input type="checkbox"/>	Monthly Invoice <input type="checkbox"/>
--	--

**Terms and Conditions of Let - I confirm I have received a copy of Raigmore Community Centre's terms and conditions of booking, I have read the conditions of booking and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.**

**Data Protection** – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

**High Life Highland would like to send you information about our own products and services and the benefits of being a High Life member by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant boxes.**

Post ☐ Phone ☐ Email ☐ SMS ☐

**Declaration: I agree to the use of my personal data as detailed above, and I agree to the terms and conditions of let.**

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

### Admin Use Only

Let Cost: £	Equipment Hire: £	Catering Charges: £
Total Cost: £	Invoice <input type="checkbox"/>	On Day <input type="checkbox"/>



## **Raigmore Community Centre**

### **Conditions Of Let**

#### **BOOKING APPLICATIONS**

- 1.1 All Lets are authorised by the Facility Manager on behalf of High Life Highland
- 1.2 All lets are subject to charges approved by HLH
- 1.3 All applications must be made on an official application form, and applicants must be over 18.
- 1.6 HLH has the right to refuse or withdraw any let application in whole or in part without giving any reason.
- 1.7 HLH has the right to cancel a let in the event of facilities being required for HLH activities
- 1.8 HLH has the right to amend or add to these conditions of let at any time.
- 1.9 HLH has the right to suspend or take action at their discretion on any matter which in their opinion does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order, or to deal with any contingency not covered by these Conditions of let.

#### **PERMISSION TO PHOTOGRAPH OR FILM**

- 2.1 For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises, with centre staff, using the appropriate registration form.
- 2.2 The above may only be used in the room you have hired.
- 2.3 Permission from all participants in the group must be sought.
- 2.4 If there are children under 16 in the group, written permission to be photographed or recorded must be sought from parents and proof shown to centre staff on day of booking.

#### **PAYMENT**

- 3.1 Let charges will be paid at time of booking, unless alternative arrangements have been agreed by Facility Manager.
- 3.2 Time must be allocated within the let period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged.

#### **CANCELLATION AND NON ATTENDANCE**

- 4.1 Unless the appropriate notice is given, cancellation fees for bookings are as noted below:-
  - Within 7 days of booking Full Charge
  - Over 7 days of booking No charge
- 4.2 If you fail to turn up for your booking, full charges will take effect

#### **HEALTH AND SAFETY**

- 5.1 In the event of any emergency evacuation, it is your responsibility to ensure that all members of your group have been evacuated and are accounted for. You must ensure that everyone attending your activity is familiar with the Community Centre evacuation procedures, emergency exits and meeting point.
- 5.2 You are responsible for ensuring all doors, corridors, stairs, exits, and walkways are free from obstruction at all times.
- 5.3 If you are delivering a sport, dance or other physical activity, your booking will not be accepted until evidence of your qualifications to deliver this activity has been provided.
- 5.3 In the event of an accident within the premises, you must report it immediately to a staff member; you must complete an accident form, and return it as per the forms instructions.
- 5.4 The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to.
- 5.5 If you are operating any portable electrical appliance not provided by the Centre, this equipment must have a valid portable appliance test label, or the equipment will not be able to be used.
- 5.6 Risk assessments are completed by the Facility Manager for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity.

#### **CHILD PROTECTION**

- 6.1 All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have Enhanced Disclosure or PVG, and must adopt Highland Councils Child Protection Policy. Where applicable, bookings will not be accepted until evidence is provided. For further guidance please contact the Facility

Manager.

### **BOUNCY/FUN CASTLES/INFLATABLES**

- 7.1 Organisers of events where Bouncy/Fun Castles are being used should obtain a copy of the Health and Safety Executive Guidance Note PM76 and follow its principles, the main points of which are:
- 7.2 The device must be under constant supervision and control by the operator's/owner's representative or, if left, by someone who has received full and sufficient training in the working of the device
- 7.3 The device must be anchored according to manufacturer's specification and not used in adverse weather conditions outside its recommended safe use limits.
- 7.4 Access to the device must be strictly controlled and spectators must be kept at a safe distance from the device behind a suitable barrier. Restrictions must be enforced on numbers and age mixes using it.
- 7.5 Non inflatable gym mats or equivalent soft landing material or minimum 3cms to maximum 12cms thickness should be provided to cover any hard surfaces adjacent to all open sides and entrances/exits.
- 7.6 Hirers are asked to provide a copy of the providers public liability insurance to centre staff, to confirm that the necessary insurance cover is in place
- 7.7 Hirers are asked to provide a copy of the inflatables PIPA certificate, to confirm that the inflatable meets the necessary safety standards and checks

### **LOSS OR DAMAGE**

- 8.1 The premises must be left clean, tidy and in good order and condition, including foyer, and all rubbish must be removed. If any damage occurs during your booking, the group or person hiring the facility will be held responsible.
- 8.2 Any damages must be pointed out to a member of staff as soon as they occur.
- 8.3 Staff or HLH are not responsible for valuables or equipment left on the premises.
- 8.4 HLH has public liability insurance and copies of the certificates are displayed at reception. HLH strongly recommend that all groups hiring the Community Centre have Public Liability Insurance to cover any damage or injury to third parties whilst attending your activity. If a booking is made and insurance cover is not held, this is at the lessee's own risk.

### **MAXIMUM ROOM CAPACITIES**

- 9.1 The maximum numbers of people who are permitted to use each room must strictly be adhered to, as per the requirement of the Centres Public Entertainment Licence.  
Gym Hall 100; King Duncan Room 35; Drop In Room 10

### **GENERAL**

- 10.1 The group or person making the booking is responsible for all people attending their activity, and as such is expected to supervise and maintain order within the group, and ensure all those attending the activity understands and adheres to these conditions of let. Any breach of conditions of let by any member of your group will not be tolerated, and will lead termination of your booking.
- 10.2 Centre staff shall have access to all parts of the Centre at all times during periods of let.
- 10.3 The group or person making the booking will provide staff with the required statistical information at the end of every let
- 10.4 Centre Staff have the authority to evict and ban unruly people.
- 10.5 No one under the influence of drink or drugs will be admitted.
- 10.6 Smoking is not permitted.
- 10.7 Appropriate footwear must be worn within Hawthorn Hall
- 10.9 Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

**Raigmore Community Centre, 125 Ashton Road, Inverness, IV2 3UY**

**Tel 01463 713 756 Email [RaigmoreCC@highlifehighland.com](mailto:RaigmoreCC@highlifehighland.com)**

**Website [www.highlifehighland.com/raigmore-community-centre](http://www.highlifehighland.com/raigmore-community-centre)**